



KNOW NET/ EL-TRAINS

ONLINE TESTING ROLLOUT SCHEDULE

- August 2-10, 2004
HHS Office of the Secretary Review
- August 11-13, 2004
HHS and LTCP Briefing to HHS Executive Committee on Logistics (ECL)
- September 1, 2004
Completion of The Federal Materiel Management Desk Reference (MMDR) Online Test Banks
- October 1-15, 2004
Completion of HHS Agency Enrollment in Know Net Online Testing
- Mid October 2004
KNOW NET/EL-TRAINS LTCP Briefing to Partners
- October 18-29, 2004
Individual KNOW NET/EL-TRAINS Partner Meetings
- November 15, 2004
Completion of KNOW NET/EL-TRAINS Partner Enrollment in Know Net Online Testing
- December 1, 2004
Open Enrollment for Know Net Online Testing Begins Governmentwide
- January 3 - March 31, 2005
Continue Work on Completion and Rollout of Function-Specific Certifications (CFFM, CPPP, CMMP)

Know Net Briefing

<http://www.knownet.hhs.gov>

July 15, 2004

Using Know Net and its SuperSites, Desk References and Online Testing to Advantage

Online Testing

• BACKGROUND

Accountability includes proper training, proper training requires assessment and assessment requires reporting and feedback to both individual and organization to verify knowledge transfer and skills assessment. Accountability also requires a training system that constantly assesses and improves its current state. Knowledge transfer and skills development management are foundational to effective and compliant Federal operations.

• OVERVIEW OF ONLINE TESTING CONFIGURATION FOR EL-TRAINS

Pre-Test	Practice Test	Final Test
Standalone Tutorial	Standalone Tutorial	Standalone Tutorial Option
Learning Module	Learning Module	Learning Module Option
Multiple Choice Questions	Multiple Choice Questions	Multiple Choice Questions
Coaching Report	Feedback for Each Question	Online or Proctored
Management Reports	Coaching Report	Randomized Questions
		Certificate of Course Completion
		Certification
		Management Reports

• OVERVIEW OF ONLINE TESTING ENROLLMENT PROCEDURE

1. Schedule Individual Agency Meeting with Know Net Project Officer and Contractor.
2. Provide the names and email addresses for Federal Agency staff so access to Know Net Online Testing can be set up.
3. Provide the name(s) and email addresses for the Federal Agency administrator responsible for monitoring progress of staff so access to Know Net Online Testing can be set up.
4. Decide whether Know Net Online Testing is to be offered at the desktop or in a proctored setting.
5. Provide a Point of Contact (POC) for coordination with your Agency's Learning Management System (LMS) for test reporting.

CONNECTING THE DOTS...

With Know Net Online testing,, it is now possible to establish accountability for knowledge transfer and skills development in Federal Fleet Management, Federal personal Property Management and Federal Materiel Management at each organizational level. Online Testing for Federal Transportation Management has now been funded and development will begin.